

Virginia Employment Commission Claim Filing Instructions

These instructions should be used for completing the VEC B-10 Claim for Benefits form found on the VEC webpage. You should complete this application *only* if you cannot complete the application on line at www.Va.Employ.com, or cannot get through to the Customer Contact Center at 866-832-2363. Please note: It may take the VEC up to 2 weeks from receipt to process your application. Print the form and follow the instructions below.

Completely fill out this application by answering all questions. Print legibly in ink, be sure to read, sign and date the back of the form. **Submit the completed application to your nearest VEC Workforce Center.** A complete list of locations is available on line at: http://www.vec.virginia.gov/vecportal/field/field_offices.cfm

If all questions are not answered or it is not signed and dated, it may be returned to you for completion/correction. This will create delays. You should maintain a copy for your records.

1. **Each week, you must be able and available to work with no undue restrictions on your availability for work.**
2. **You must register for work within 5 days** online at www.vawc.virginia.gov. Failure to complete your registration can result in a delay or denial of benefits. Registration can be done on a computer in your nearest VEC Workforce Center or by obtaining the registration form from the VEC Workforce Center.
3. **You must make an active search for work during the week that you sign the application.** This means you must contact several employers during the week in an effort to find a job. A “week” means a calendar week beginning on Sunday and ending at midnight on Saturday. **KEEP COMPLETE AND ACCURATE RECORDS OF YOUR JOB CONTACTS.** Telephone calls and blind ads are not acceptable contacts. Job contacts are subject to verification.

Once your application has been processed you will receive a letter in the mail with your personal identification number (PIN) along with the information concerning your benefit rights and responsibilities and how to file your weekly claims.

You will need your personal identification number (PIN) to report your job contacts to the VEC on a weekly basis. It is very important that you start reporting your weekly job contacts (weekly claim) immediately. Failure to do so can result in delay or denial of benefits.

Using this application to file your claim will automatically enroll you in the Virginia Debit Card program for the receipt of benefit payments. You will receive additional information in the mail concerning the debit card.

If you file your claim on line or through the Customer Contact Center, you will need to provide the following information:

- Your Social Security Number
- The accurate employer names, addresses, telephone numbers and dates of employment within the last 18 months.
- The name and local number of your local union hall, if you obtain work through a union.
- Your Alien Registration Number if you are not a US Citizen
- If you have Non-Virginia employers, you must have an accurate mailing address, phone number and dates of employment for them.
- You will be asked to select a method of payment: VA Debit Card, or Direct Deposit. If you select Direct Deposit, you will need to have your Routing Number (First 9 digits located at the bottom of your checks) and your Account Number (5-17- digits, its exact location and number of digits varies from bank to bank).

Have this information available *before* you call or go on line.